



Australian Government

Department of Education, Employment and Workplace Relations  
Office of the Federal Safety Commissioner

# OHS Performance Reporting Pack



Australian Government  
Building and Construction  
OHS Accreditation Scheme

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# Section 1

## Introduction

The OHS Performance Reporting Pack details the reporting obligations of accredited contractors under the Australian Government Building and Construction OHS Accreditation Scheme (the Scheme), which is administered by the Office of the Federal Safety Commissioner (OFSC). It also contains template reporting forms which accredited contractors are required to use and guidance on how these forms may be completed.

## Scope

Under Regulation 14 of the *Building and Construction Industry Improvement (Accreditation Scheme) Regulations 2005* (the Regulations), it is a condition of accreditation that accredited contractors comply with the reporting requirements of the Scheme.

Accredited contractors are required to provide information to the OFSC on OHS performance. This is achieved by completing and submitting the forms located in section four of this pack. The OFSC requires information from accredited contractors at different stages throughout the life of both Australian Government and commercial building contracts on which they are the head contractor. Accredited contractors are also required to submit Biannual report(s) on overall OHS performance, including information on projects not covered by the Scheme. This pack details the various reports required by the OFSC, including information regarding when they are due, when they need to be submitted, the purpose of this data collection, and where to go for help or guidance.

## Why measure OHS performance?

Despite the efforts of OHS regulators, industry and workers, the incidence of death and injury on building and construction industry worksites remains unacceptably high. The OFSC was established to address the relatively poor OHS performance of the building and construction industry when compared to other industries. A priority for the OFSC has been to establish the Scheme. The aim of the Scheme is to encourage cultural change in the industry and lift OHS performance, not only on Australian Government building sites but across all Australian building sites. The Scheme Reporting Framework is designed to monitor the OHS performance of accredited contractors, and collect data for the provision of guidance on how improvements in OHS performance may be achieved and sustained.

## Why is it important to collect this information?

The Federal Safety Commissioner (FSC) is aware of the overall reporting burden faced by businesses in their day-to-day activities. The Scheme Reporting Framework was developed by the OFSC in consultation with both industry and Australian Government representatives, in an effort to develop a framework which balances the compliance requirements of accredited contractors with the requirements of the Scheme and the OFSC in general.

The information collected enables the OFSC to carry out a number of important objectives, including:

- a. Assessing the ongoing suitability of accredited contractors to remain accredited under the Scheme. This is vital to maintaining the integrity of the Scheme and recognising the efforts of those accredited contractors who are continuing to maintain satisfactory OHS performance;
- b. Analysing OHS trends relating to accredited contractors, cultural change and OHS practices and performance relative to the building and construction industry as a whole. The results of this analysis will allow the FSC to make well informed decisions regarding the direction of the Scheme the focus of routine safety audits; and

- c. Developing benchmarks and guidance material based on the information and trends analysed, which the OFSC will be able to share with both accredited contractors and the building and construction industry in general. The aim is not only to share information on practices that can be improved in the industry, but also to highlight what is already being done well.

Completion and submission of the OHS performance reports to the OFSC is a requirement under the Scheme. These OHS performance reports will enable the OFSC to produce benchmarks, trends, guidance and educational material based on the actual needs of accredited contractors and the greater building and construction industry.

## What happens to the information I provide?

The OFSC may use the information in the OHS performance reporting forms for the following purposes:

- (a) To monitor the OHS performance of accredited contractors;
- (b) To assist a Commonwealth agency or authority to assess the suitability of accredited contractors when entering into Commonwealth building contracts; and
- (c) To enable the analysis of trends in each accredited contractor's OHS performance.

All information provided to the OFSC is strictly confidential and will be treated as *Commercial-in-Confidence*. However, the FSC in administering the Scheme may disclose some of the information collected to other Australian Government agencies, and Commonwealth, State or Territory authorities. The FSC may also disclose the information if it is in the public interest that the information is disclosed.

Any such disclosure would be undertaken in accordance with the *Building and Construction Industry Improvement Act 2005* and the Building and Construction Industry Improvement Regulations 2005.

## Submission, help and advice

All OHS performance reporting forms should be completed with reference to the standard definitions for OHS data in section two of this pack, and returned to the OFSC by the prescribed deadlines. Forms can be submitted either by mail, email or fax via the details below.

Email: [OFSCreporting@deewr.gov.au](mailto:OFSCreporting@deewr.gov.au)

Mail: Office of the Federal Safety Commissioner  
Loc Code C64NB2  
GPO Box 9880  
Canberra ACT 2601

Fax: 02 6276 7133

Further advice and assistance regarding accredited contractor reporting obligations under the Scheme are available by calling the OFSC Assist Line on 1800 652 500.

## Overview of Reporting framework

Requirement	When	Details
Contract Declaration Form	The accredited contractor has a new Scheme project	<ul style="list-style-type: none"> <li>Notifies the OFSC of the details of a new Scheme project that was awarded to the accredited contractor</li> </ul>
OHS Plan and Schedule of Works	Before starting building work on a Scheme project	<ul style="list-style-type: none"> <li>Outlines the accredited contractor's approach to managing OHS on a specific project.</li> <li>Enable a schedule of project safety audits to be organised.</li> </ul>
Monthly OHS report	Monthly for every Scheme project. Due on the 15 <sup>th</sup> of each month for the previous calendar month (ie the monthly report for February is due by 15 March).	<ul style="list-style-type: none"> <li>LTI's, MTI's, LTIFR, MTIFR</li> <li>Number and profile of notifiable incidents and notices</li> <li>Details of non-conformances identified from audits</li> </ul>
Incident Report	Following any: <ul style="list-style-type: none"> <li>LTI or notifiable incident on contracts valued at \$3 million or more</li> <li>Any MTI or Dangerous Occurrence on a Scheme project</li> <li>Fatality on any project</li> </ul>	<ul style="list-style-type: none"> <li>Place / location / injury details</li> <li>Breakdown agency of incident</li> <li>Working days /shifts lost and/or significant change to duties made/expected</li> <li>Description of corrective action(s) taken or proposed action(s)</li> <li>Injured party details, project details, work activity details</li> </ul>
End of project Report	<ul style="list-style-type: none"> <li>At the completion of a Scheme project</li> </ul>	<ul style="list-style-type: none"> <li>Number and profile of notifiable incidents and notices</li> <li>LTIs, MTIs, LTIFR, MTIFR</li> <li>Audits conducted by accredited contractor</li> <li>Non-conformances from audits</li> <li>PPI, key initiatives</li> <li>Rating of client</li> </ul>
Bi-Annual Activity Report	<ul style="list-style-type: none"> <li>6 monthly, due on 15 February and 15 July each year</li> <li>All accredited contractors</li> </ul>	<ul style="list-style-type: none"> <li>Fatalities</li> <li>LTIFR, MTIFR</li> <li>Injury and incident number and profile</li> <li>Current worker's comp premium rate</li> <li>Notices, prosecutions</li> <li>PPI, key initiatives</li> </ul>

## Head contractors

Head contractors play a leading role in OHS on building and construction sites, and have the ability to directly affect OHS outcomes. The reporting requirements under the Scheme are primarily focused on the accredited contractor as the head contractor who is responsible for carrying out the building work.

There are five key reports which accredited contractors are required to submit to the OFSC at various intervals during their period of accreditation, depending on the type and value of current building and construction projects. The requirements are outlined below including details on due dates and purpose.

### Contract Declaration Form

#### **Submit: When agreement is reached on a Scheme project**

Accredited contractors are required to submit a Contract Declaration Form to the OFSC as soon as agreement is reached on a tender, or as soon as a contract is signed, for a project that falls within the scope of the Scheme. Contract Declaration Forms need to be submitted for all Scheme projects.

The purpose of the Contract Declaration Form is to notify the OFSC of Scheme projects so that reporting requirements can be established and communication with all parties can commence regarding requirements under the Scheme.

### OHS Plan and Schedule of Works

#### **Submit: As soon as possible prior to commencement of building work on a Scheme project**

Accredited contractors are required to submit their OHS Plan and schedule of works to the OFSC as soon as possible prior to commencement of building work on Scheme projects.

These documents should describe how OHS will be managed on specific building contracts and to enable a schedule of on-site safety audits to be established. Please note that there is no prescribed format for OHS plans, however, amongst other things accredited contractors may wish to consider including the points outlined on page 18 of this pack. The elements listed are considered by the Office as being crucial to an effective OHS plan.

### Incident Report

#### **Submit: After any of the following**

- **A Lost Time Injury (LTI) or notifiable incident\* on all contracts valued at \$3 million or more**
- **A Medically Treated Injury (MTI) or dangerous occurrence on a Scheme project**
- **A Fatality on any project**

Where the accredited contractor is the head contractor, an Incident Report should be submitted for:

- All fatalities irrespective of the project value (notify immediately to 1800 652 500 and provide the report within 48 hours)
- Notifiable incidents\* or LTIs where the project value is \$3 million or more (provide the report within 48 hours for notifiable incidents and 3 weeks for LTIs)
- Any incident resulting in an MTI or dangerous occurrence on a Scheme project (provide the report within 3 weeks)

The information supplied by accredited contractors allows the OFSC to maintain a comprehensive incident reporting system for the duration of a contract and helps the OFSC establish priorities for future on-site audit monitoring activities. Audit activities form part of the ongoing Scheme maintenance process. Submission of incident reports on non-Scheme projects allows the OFSC to identify trends in incidents across the industry as well as for individual contractors.

\*Refer to standard definitions at Section Two

## Monthly OHS Report

**Submit: For each calendar month by the 15<sup>th</sup> of the following month**

The Monthly OHS Report covers the core performance information required to be provided by accredited contractors as a condition of accreditation. This report is to be provided to the OFSC at monthly intervals on all Scheme contracts. The first monthly OHS report is due at the end of the first month in which building work commences on the project (this may mean that data covers only part of the month in question). All subsequent reports are due by the 15<sup>th</sup> day of the following reporting month. For example, the monthly OHS report for February is due by 15 March, allowing the accredited contractor 14 days to send in the report to the OFSC.

The data collected by the OFSC through the Monthly OHS Report ensures that the OFSC is kept up to date with an accredited contractor's OHS performance on Scheme projects. The data collected from monthly OHS reports may be used to determine priorities for OFSC on-site audit activity, monitor accreditation status and assist in developing OHS performance trends and benchmarks.

## End of Project OHS Report

**Submit: After work on a Scheme project has concluded**

After a Scheme project has been completed, the OFSC requires that an End of Project OHS Report is submitted. This report asks for key OHS performance data, indicators and totals based on the entire duration of the contract. This report is prepared by accredited contractors who are head contractors on Scheme projects.

The OFSC uses the data collected from the End of Project OHS Report to assess the ongoing status of a company's accreditation. It will also be used by the OFSC to provide feedback to the accredited contractor at the completion of a contract.

In addition, the report consists of the accredited contractor's rating of the client agency in relation to OHS across the contract. The purpose of this is to provide feedback to client agencies on their OHS management performance and to provide a basis for addressing any information, performance or training needs amongst client agencies.

## Biannual Activity Report

**Submit: By 15 February and 15 July each year**

All accredited contractors are required to submit a Biannual Activity Report every six months, even if no Scheme projects are undertaken during that period. The first Biannual Activity Report covers the first half of the financial year – that is July to December. The second Biannual Activity Report covers the second half of the financial year, which is from January to June. Biannual Activity Reports are to be submitted to the OFSC by 15 February for the July to December reporting period, and 15 July for the January to June reporting period.

The OFSC uses the data collected in Biannual Reports to assess the ongoing suitability of accredited contractors to remain accredited under the Scheme, as well as to establish trends and track performance.

## Section 2

### Definitions, Calculations and Guide for Use

This section is designed to assist accredited contractors to complete their OHS performance reporting forms as per Scheme requirements. It provides detailed information regarding the individual reporting items contained in each of the reports, including guidance on calculations.

#### Australian Government

**Definition:** The Commonwealth Government; the Federal Government. Does not include State or Territory governments.

#### Average Cost per Claim

**Definition:** The total cost of all building and construction related workers' compensation claims for the period divided by the actual number of building and construction related workers compensation claims for the period.

**Guide for use:**

$$\text{Avg cost/claim} = \frac{\text{Total cost of all of building and construction related workers compensation claims}}{\text{Total number of building and construction related workers compensation claims}}$$

#### Break down agency of incident

**Definition:** The breakdown agency is intended to identify the object, substance or circumstance that was principally involved in, or most closely associated with, the point at which things started to go wrong and which ultimately led to the injury or disease.

**Guide for use:**

1. Machinery and fixed plant includes:

Cutting, slicing, sawing machinery  
Crushing, pressing, rolling machinery  
Heating, cooking, baking equipment  
Cooling, refrigeration plant and equipment  
Conveyors and lifting plant  
Electrical installation  
Radiation-based equipment  
Filling and bottling/packaging plant  
Other plant and machinery

2. Mobile plants and transport includes:

Self-propelled plant  
Semi-portable plant  
Other mobile plant  
Road transport  
Rail transport  
Air transport  
Water transport  
Other transport

3. Powered equipment, tools and appliances includes:

Workshop and worksite tools and equipment  
Kitchen and domestic equipment  
Office and electronic equipment  
Garden and outdoor powered equipment  
Pressure-based equipment not covered elsewhere  
Other powered equipment, tools and appliances

4. Non-powered hand tools, appliances and equipment includes:

Hand tools, non-powered, edged  
Other hand tools  
Fastening, packing and packaging equipment  
Furniture and fittings  
Other utensils  
Ladders, mobile ramps and stairways, and scaffolding  
Other non-powered equipment

5. Chemicals and chemical products includes:

Nominated chemicals  
Other basic chemicals  
Chemical products

6. Material and substances includes:

Non-metallic minerals and substances  
Other materials, objects or substances

7. Environmental agencies includes:

Outdoor, indoor and underground environments

8. Animal, human and biological agencies includes:

Live four-legged animals  
Other live animals  
Non-living animals  
Human agencies  
Biological agencies

9. Other and unspecified agencies includes:

Non-physical and other and unspecified agencies

*These categories are based on the break down agency of incident classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at [www.worksafeaustralia.gov.au](http://www.worksafeaustralia.gov.au) for more detailed information.*

## Claims Number

**Definition:** The “number of claims” refers to all building and construction related workers’ compensation claims with a duration of one week or more which have been recorded for the period.

## Dangerous Occurrence

**Definition:** An occurrence at a workplace that resulted from operations that arose from the undertaking conducted by an employer; and could have caused (but did not cause) the death or total incapacity of any employee for 30 or more consecutive shifts or days.

## Date

**Definition:** The calendar date of the relevant occurrence.

**Guide for use:**

Wherever the date is requested in a reporting form, it is to be recorded using the following convention (unless otherwise stated): DD/MM/YYYY

## End of Project

**Definition:** The calendar date of practical completion of a Scheme project.

**Guide for use:**

For the purpose of OFSC reporting, practical completion is the point at which handover occurs to the client and the period of defects liability commences.

## Fatality

**Definition:** A work related occurrence that results directly or indirectly in the death of a person.

## Improvement Notice

**Definition:** A notice, as defined in the legislation of the jurisdiction in which the project is being undertaken, issued by the relevant OHS authority.

**Guide for use:**

In the various jurisdictions, an OHS inspector may issue an improvement notice if they believe someone has contravened the Act or regulations, or that a contravention may continue to be repeated. The notice will identify the provisions of the Act or regulations that have been, or may be contravened, the reasons for the notice, and a deadline for remedial action. An improvement notice may also include directions about how to remedy a breach.

When completing OFSC reports, the number of notices for the period is to include all notices issued to both the accredited contractor and any subcontractors. When completing OFSC reports, the number of notices for the period are those issued to the accredited contractor (regardless of whether they were the accredited contractor or subcontractor).

## Incapacity

**Definition:** A work-related incapacity that leaves an employee unable to work.

**Guide for use:**

In the case of an employee who performs work in shifts, 30 or more successive shifts workable by the employee, and in any other case, 30 or more successive working days.

## Infringement Notice

**Definition:** A notice, as defined in the legislation of the jurisdiction in which the project is being undertaken, issued by the relevant OHS authority.

**Guide for use:**

OHS regulations may allow for infringement notices to be issued as an alternative to prosecution for an offence that is not indictable.

## Location of Injury

**Definition:** The location of injury identifies the part of the body affected by the most serious injury.

**Guide for use:**

The parts of the body covered by each of the groups are listed below.

Head

Cranium

Eye

Ear

Mouth

Nose

Face - not elsewhere classified

Head - multiple or unspecified locations

Neck

Neck

Trunk

Back - upper or lower

Chest (thorax)

Abdomen and pelvic region

Trunk - multiple locations/unspecified locations

### Upper limbs

Shoulder  
Upper arm  
Elbow  
Forearm  
Wrist  
Hand, fingers and thumb  
Upper limb - multiple or unspecified locations

### Lower limbs

Hip  
Upper leg  
Knee  
Lower leg  
Ankle  
Foot and toes  
Lower limb - multiple or unspecified locations

### Multiple locations

Neck and trunk  
Head and neck  
Head and other  
Trunk and limbs  
Upper and lower limbs  
Neck and shoulder  
Other specified multiple locations  
Unspecified multiple locations

### Systemic location

Circulatory system  
Respiratory system  
Digestive system  
Genitourinary system  
Nervous system  
Other and multiple systemic conditions  
Unspecified systemic conditions

### Non physical locations

Psychological system

### Unspecified locations

Unspecified locations

*These categories are based on the break down agency of incident classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at [www.worksafeaustralia.gov.au](http://www.worksafeaustralia.gov.au) for more detailed information.*

## Lost Time Injury (LTI)

**Definition:** A work related occurrence that results in a permanent disability or time lost from work of one day/shift or more.

### **Guide for use:**

Permanent disability is as defined in the legislation of the jurisdiction in which the project is being undertaken.

## Lost Time Injury Frequency Rate (LTIFR)

**Definition:** The number of occurrences of lost time injury for each one million hours worked.

### **Guide for use:**

The "number of occurrences" refers to all of those occurrences that result in a permanent disability or time lost from work of one day shift or more in the period. The "number of hours" worked refers to the total number of hours worked by all workers (head contractor employees and subcontractors) in the period, including overtime and extra shifts. LTIFR is calculated using the following formula:

$$LTIFR = \frac{\text{number of lost time injuries in the period}}{\text{number of hours worked in the period}} \times 1,000,000$$

## Mechanism of Injury

**Definition:** The action, exposure or event which was the direct cause of the injury (i.e. 'how' the person was hurt).

### Guide for use:

The mechanism is required in order to complete the variable "Number of LTIs by mechanism of injury reported by all contractors in the course of the project". The following list of standard categories is to be used when completing this item:

#### **Group 0 -FALLS, TRIPS AND SLIPS OF A PERSON**

- 01 Falls from a height
- 02 Falls on the same level
- 03 Stepping, kneeling or sitting on objects

#### **Group 1-HITTING OBJECTS WITH A PART OF THE BODY**

- 11 Hitting stationary objects
- 12 Hitting moving objects
- 13 Rubbing and chafing

#### **Group 2-BEING HIT BY MOVING OBJECTS**

- 21 Being hit by falling objects
- 22 Being bitten by an animal
- 23 Being hit by an animal
- 24 Being hit by a person accidentally
- 25 Being trapped by moving machinery or equipment
- 26 Being trapped between stationary and moving objects
- 27 Exposure to mechanical vibration
- 28 Being hit by moving objects
- 29 Being assaulted by a person or persons

#### **Group 3-SOUND AND PRESSURE**

- 31 Exposure to single, sudden sound
- 32 Long-term exposure to sounds
- 38 Explosion
- 39 Other variations in pressure

#### **Group 4-BODY STRESSING**

- 41 Muscular stress while lifting, carrying, or putting down objects
- 42 Muscular stress while handling objects other than lifting, carrying or putting down
- 43 Muscular stress with no objects being handled
- 44 Repetitive movement, low muscle loading

#### **Group 5-HEAT, ELECTRICITY AND OTHER ENVIRONMENTAL FACTORS**

- 51 Contact with hot objects
- 52 Contact with cold objects

- 53 Exposure to environmental heat
- 54 Exposure to environmental cold
- 55 Exposure to non-ionising radiation
- 56 Exposure to ionising radiation
- 57 Contact with electricity
- 58 Drowning/immersion
- 59 Exposure to other environmental factors

#### **Group 6-CHEMICALS AND OTHER SUBSTANCES**

- 61 Single contact with chemical or substance
- 62 Long term contact with chemicals or substances
- 63 Insect and spider bites and stings
- 64 Contact with poisonous parts of plant or marine life
- 69 Other and unspecified contact with chemical or substance

#### **Group 7-BIOLOGICAL FACTORS**

- 71 Contact with, or exposure to, biological factors of non-human origin
- 72 Contact with, or exposure to, biological factors of human origin
- 79 Contracts with, or exposure to, biological factors of unknown origin.

#### **Group 8-MENTAL STRESS**

- 81 Exposure to a traumatic event
- 82 Exposure to workplace or occupational violence
- 84 Work pressure
- 85 Suicide or attempted suicide
- 86 Other mental stress factors
- 87 Work related harassment and/or workplace bullying
- 88 Other harassment

#### **Group 9-VEHICLE INCIDENTS AND OTHER**

- 91 Slide or cave-in
- 92 Vehicle incident
- 93 Rollover
- 98 Other and multiple mechanisms of incident
- 99 Unspecified mechanisms of incident

*These categories are based on the 10 major mechanism of incident classification groups listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1) See this document at [www.worksafeaustralia.gov.au](http://www.worksafeaustralia.gov.au) for more detailed information.*

## Medically Treated Injury

**Definition:** A work related occurrence that results in treatment by, or under the order of, a qualified medical practitioner, or any injury that could be considered as being one that would normally be treated by a medical practitioner.

**Guide for use:**

A qualified medical practitioner is defined as a person with a medical degree. The following would normally be considered medical treatment:

- *Treatment of partial or full thickness burns*
- *Insertion of sutures*
- *Removal of foreign bodies embedded in eye*
- *Removal of foreign bodies from a wound if the procedure is complicated by the depth of embedment, size or location*
- *Surgical debridement*
- *Admission to a hospital or equivalent for treatment or observation*
- *Application of antiseptics during second or subsequent visits to medical personnel*
- *Any work injury that results in a loss of consciousness*
- *Treatment of infection*
- *Use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort)*

The following on their own would not normally be considered medical treatment:

- *Administration of tetanus shot/s or booster/s*
- *Diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment*

## Medically Treated Injury Frequency Rate

**Definition:** The number of occurrences of medically treated injuries for each one million hours worked.

**Guide for use:**

The "number of occurrences" refers to all of those occurrences that result in treatment by, or under the order of, a qualified medical practitioner, or any injury that could be considered as being one that would normally be treated by a medical practitioner. The "number of hours" worked refers to the total number of hours worked by all workers (head contractor employees and subcontractors) in the period including overtime and extra shifts. The MTIFR is calculated using the following formula:

$$MTIFR = \frac{\text{number of medically treated injuries in the period}}{\text{number of hours worked in the period}} \times 1,000,000$$

## Nature of Injury

**Definition:** The nature of injury is the category from the list which best identifies the most serious injury (or disease) that was experienced by the injured worker as a result of the incident.

**Guide for use:**

Below are the kinds of injuries captured by each of the *nature of injury* categories

A. Intracranial injuries

Brain injury  
Other intracranial injury, not elsewhere classified or unspecified

B. Fractures

Fractured skull and facial bones  
Fracture of vertebral column without mention of spinal cord lesion  
Other fractures, not elsewhere classified or unspecified

C. Wounds, lacerations, amputations and internal organ damage

Internal injury of chest, abdomen and pelvis  
Traumatic amputation  
Injury to major blood vessel  
Laceration or open wound not involving traumatic amputation  
Medical sharp/needle-stick puncture  
Superficial injury  
Contusion, bruising and superficial crushing

D. Burns

Electrical burn  
Chemical burn  
Cold burn  
Hot burn  
Friction burn  
Combination burn or burn not elsewhere classified or unspecified

E. Injury to nerves and spinal cord

Quadriplegia involving spinal cord injury  
Paraplegia involving spinal cord injury  
Injuries to nerves and spinal cord, not elsewhere classified or unspecified

F. Traumatic joint / ligament and muscle / tendon injury

Trauma to joints and ligaments  
Trauma to muscles and tendons  
Residual soft tissue disorders due to trauma or unknown mechanisms

G. Other injuries

Foreign body on external eye, in ear or nose or in respiratory, digestive or reproductive tract  
Poisoning and toxic effects of substances  
Audio shock, audio shriek  
Electrocution, shock from electric current  
Traumatic deafness from air pressure or explosion  
Heat stress/heat stroke  
Hypothermia and effects of reduced temperature  
Effects of weather, exposure, air pressure and other external causes, not elsewhere classified  
Multiple injuries  
Other specified injuries, not elsewhere classified or unspecified

H. Diseases and conditions

Musculoskeletal and connective tissue diseases  
Mental diseases  
Digestive system diseases  
Skin and subcutaneous tissue diseases  
Nervous system and sense organ diseases  
Respiratory system diseases  
Circulatory system diseases  
Infectious and parasitic diseases  
Neoplasms (Cancer)  
Other diseases  
Other claims

*These categories are based on the nature of injury classifications listed in the Type of Occurrence Classification System, Version 3.1 (TOOCS3.1). See this document at [www.worksafeaustralia.gov.au](http://www.worksafeaustralia.gov.au) for more detailed information*

## Non-Scheme Project

**Definition:** A project which does not meet the Scheme thresholds. Any contract for building work under a non-Scheme project is not required to be carried out by an accredited contractor.

**Guide for use:**

See "Scheme Project" for a definition of a project which meets the Scheme thresholds.

## Notifiable Incident

**Definition:** An incident resulting in an injury, or a near miss event, that is required to be notified under the OHS legislation covering notifiable incidents in the jurisdiction in which the project is being undertaken.

**Guide for use:**

Please use the *Incident Report Form* when notifying the OFSC of a notifiable incident. All notifiable incidents as defined in the legislation of the jurisdiction in which the project is being undertaken are required to be notified to the OFSC.

## Number of Accredited contractor Employees

**Definition:** The total number of individuals, who are accredited contractor employees only, who have worked on building or civil construction projects for the accredited contractor for any length of time, during the specified period.

**Guide for use:**

This data item should be supplied as a sum of the number of individual employees excluding subcontractor employees. Administrative staff not working on site would not be included in this count.

## Number of Hours Worked

**Definition:** The total number of hours worked by employees and subcontractors during the period.

**Guide for use:**

In calculating the total number of hours worked, any extra hours worked, such as additional shifts and overtime, should be included.

## Number of Subcontractor Employees

**Definition:** The total number of individuals, who are subcontractors, who have worked on projects for the accredited contractor for any length of time, during the specified period.

**Guide for use:**

This data item should be supplied as a sum of the number of individual subcontractor employees excluding accredited contractor employees.

## Other Notice

**Definition:** An OHS related notice (other than an infringement, prohibition or improvement notice) issued by the relevant OHS authority in the jurisdiction in which the project is being undertaken.

## Peer or Industry Recognition of a Contractor's OHS Processes

**Definition:** Any peer or industry OHS recognition or safety awards that the contractor has received in the specified period.

**Guide for use:**

Include any awards that the contractor may have won in the areas of workplace safety initiatives and/or any OHS leadership and contribution to safety categories. Also include any recognition of good OHS from other contractors or clients.

## Positive Performance Indicators

**Definition:** Positive performance indicators (PPIs) are indicators that measure the effectiveness of processes which are intended to produce good OHS outcomes.

**Guide for use:**

PPI's focus on how successfully a contractor is managing and performing in relation to OHS. PPIs may include, but are not limited to:

- *Number of safety audits conducted against the number scheduled;*
- *Percentage of workers who received OHS training;*
- *Percentage of identified sub-standard conditions corrected;*
- *Percentage of scheduled training sessions completed;*
- *Percentage of planned workplace OHS inspections completed; and*
- *Percentage of reported incidents investigated, etc.*

## Premium Rate

**Definition:** The average annual workers' compensation premium paid by the contractor, expressed as a percentage of the annual remuneration (wages and salaries).

**Guide for use:**

The premium paid should be expressed as a rate (%) rather than as a dollar value.

## Prohibition Notice

**Definition:** A notice, as defined in the legislation of the jurisdiction in which the project is being undertaken, issued by the relevant OHS authority.

**Guide for use:**

These notices are issued when an OHS inspector determines that there is a serious risk which needs urgent attention. They are issued for any work that involves or will involve an immediate risk to health, safety and welfare of any person.

## Scheme Project

**Definition:** A project that is directly or indirectly funded by the Australian Government which meets the Scheme thresholds. Any contract for building work under a Scheme project must be carried out by an accredited contractor.

**Guide for use:**

*Projects **directly** funded by the Australian Government*

Projects are considered to be directly funded when the Australian Government has responsibility for the project funding and development.

The Scheme applies to projects that are directly funded where the value of the building contract is \$3 million or more (GST inclusive).

Some typical examples of directly funded projects are: a new Medicare office, a Defence facility or the refurbishment of Australian Government office accommodation.

*Projects **indirectly** funded by the Australian Government:*

Projects are considered to be indirectly funded when the Australian Government contributes funding to a third party recipient, such as but not limited to a state government, through mechanisms such as funding agreements, grants, or other programs.

The Scheme applies to projects that are indirectly funded by the Australian Government where:

- the value of the Australian Government contribution to a project is at least \$5 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is at least \$10 million, irrespective of the proportion of Australian Government funding
- the Australian Government has provided funding to a project, and any head contract for building work on that project represents \$3 million or more

Only projects funded through new grants or new funding agreements from 1 October 2007 are captured by this provision.

Some typical examples of indirect funding are where the Australian Government provides funding to a state or territory government to build a new school, a hospital or roads.

Preconstruction agreements, such as pre-commitment leases, public private partnerships (PPPs), build-own-operate (BOO) and build-own-operate-transfer (BOOT) agreements that receive funding agreement after 1 October 2007 will fall within the scope of the Scheme.

Please contact the OFSC if you are unsure if your project should be treated as a Scheme project

## Status

**Definition:** The stage of completion of corrective action.

**Guide for use:**

Open: The corrective action has not yet been fully implemented.

Closed: The corrective action has been implemented and has been deemed as being closed.

## **Working days/shifts expected/actually lost**

**Definition :** The number of working days or shifts that were lost for the injured worker as a result of the incident. If the number of working days/shifts lost is not available at the time the report is required to be submitted (because it is continuing), provide an indication of the working days/shifts that are expected to be lost.

## **Working days/shifts where a significant change to normal duties is made/expected**

**Definition :** The period (from days to months) that the injured worker is or is expected to, at the time the report is due for submission, have a significant change to their normal duties upon return to work. This includes where the injured worker has a gradual return to their normal duties or returns to work to perform a different role, for example administration duties or less involved labour where the usual duties involve intensive labour or operation of mobile plant. This would also include workers sent to unscheduled training due to their incapacity to perform normal duties.

## Section 3

### Frequently Asked Questions

#### **What projects do I need to report on?**

Accredited contractors will need to submit contract declaration forms, monthly OHS reports, and end of project reports for every Scheme project that they currently have.

In addition, accredited contractors will need to submit incident reports for:

1. All fatalities irrespective of the project value (notify immediately to 1800 652 500 and provide the report within 48 hours)
2. Notifiable incidents\* or LTIs where the project value is \$3 million or more (provide the report within 48 hours for notifiable incidents and 3 weeks for LTIs)
3. Any incident resulting in an MTI or dangerous occurrence for a Scheme project (provide the report within 3 weeks)

Accredited contractors will also need to submit Biannual Activity Reports for all projects that are carried out between the January-June and July-December reporting periods.

If you are unsure of whether you need to report on particular project, please contact the OFSC.

#### **I currently have a maintenance contract with a number of projects under it. Does this count as one project, or do I include the number of projects as well?**

Accredited contractors are required to report on the number of **head contracts for** Scheme projects that they are carrying out. The head contract may comprise a number of sub-projects which should not be included in calculating the number of contracts. Similarly, in submitting reports for Scheme projects, accredited contractors should submit only one report for each contract even if there are a number of sub-projects under that contract. This means, for example, that a monthly or end of project report should include the aggregate figures for all projects under the contract.

#### **A number of our subsidiaries and affiliated companies are also accredited under the Scheme. Do we just submit one report for all companies?**

Every accredited contractor must submit its own reports. This means that if its subsidiaries and affiliated companies are independently accredited of each other, each company must submit its own reports.

#### **We did not undertake any Scheme projects in the six months reporting period. Are we still required to submit reports?**

Accredited contractors are still required to submit Incident Reports for all projects (even non-Scheme projects) over \$3 million. Accredited contractors are also required to submit Biannual Activity Reports even if they did not undertake any Scheme projects in the six months reporting period.

#### **Can we provide copies of the submitted OFSC reports to our clients and other persons?**

Accredited contractors can share information they have provided to the OFSC with any other person. However, any information provided to the OFSC is treated confidentially and can only be disclosed in the circumstances set out in the *Building and Construction Industry Improvement Act 2005* (Cth) and the *Building and Construction Industry Improvement Regulations 2005*.

#### **We have signed a new contract but we are not sure if it falls within the Scheme. How do we find out if we are required to submit reports for this project?**

The tender and contract documents should indicate whether this is a Scheme project and if so, who is required to be accredited. If accredited contractors require further confirmation, at first instance check with the entity who awarded the contract if it falls within the Scheme thresholds. Refer to the Definition of "Scheme project" in Section 2 of this Reporting Pack for further information regarding the Scheme thresholds.

## Section 4

### OHS performance reporting forms

This section contains the OHS performance reporting forms that accredited contractors are required to complete to fulfil their reporting requirements under the Scheme. These forms are template forms, and should be completed in conjunction with the guidance material and definitions as set out previously in Sections One and Two of this Reporting Pack.

## OHS project plan

Accredited contractors are required to submit their OHS Plan and Schedule of Works to the OFSC as soon as possible prior to the commencement of building work on Scheme projects.

These documents should describe how OHS will be managed on specific building contracts and to enable a schedule of on-site safety audits to be established. Please note that there is no prescribed format for OHS Plans, however, the plan should include the elements outlined below. These elements are considered by the Office as being crucial to an effective OHS Plan.

## OHS Plan Elements

It is recommended that the OHS Plan:

- Gives details of any design risk assessment;
- Has a process for incorporating and communicating design changes during project life;
- Gives details of policy for use of plant, materials and substances used in the project;
- Identifies the nominated Senior Manager with OHS responsibility;
- Includes a copy of a current OHS Policy;
- Details responsible person for on-site OHS and their responsibilities;
- Includes a process for inducting subcontractors into project site;
- Has a process for ensuring subcontractors are involved in developing SWMS or are inducted into head contractor SWMS;
- Outlines the method to assess project risks (eg JSA's);
- Includes a site specific risk assessment/hazard identification and control measures;
- Includes a process for monitoring safety including OHS audits and inspections;
- Includes a process for enforcing site safety rules and dealing with non-conformance;
- Includes procedures for consultation on OHS during project life;
- Includes project incident reporting procedures;
- Includes a project wide performance reporting system;
- Includes project record keeping procedures;
- Includes a process for identifying and delivering training needs during project life;
- Includes details of a site specific emergency plan;
- Includes First Aid procedures; and
- Includes requirement and process for training/induction in any emergency procedures or use of equipment.

## Contract Declaration Form

Contract Information			
Accredited contractor			
Accreditation number			
Contact person for OFSC Reporting		Position	
Telephone		Email	
Contact person for OFSC Audits		Position	
Telephone		Email	
Project name			
Who was this contract signed with?			
Which Commonwealth agency is providing the funding (if known)?			
Contract Value (inclusive of GST)			
Date contract signed			
Date building work commenced			
Contract end date			
Address of site(s)			
Project description / type of work being undertaken (eg building construction, fit-out, road works etc)			
Tick each high risk construction work hazard applicable to work being carried out			
Construction work with risk of a person falling two metres or more	<input type="checkbox"/>	Construction work on telecommunications towers	<input type="checkbox"/>
Construction work involving demolition	<input type="checkbox"/>	Construction work involving the disturbance or removal of asbestos	<input type="checkbox"/>
Construction work involving structural alterations that require temporary support to prevent collapse	<input type="checkbox"/>	Construction work involving a confined space	<input type="checkbox"/>
Construction work involving excavation to a depth greater than 1.5 m	<input type="checkbox"/>	The construction of tunnels	<input type="checkbox"/>
Construction work involving the use of explosives	<input type="checkbox"/>	Construction work on or near pressurised gas distribution mains and consumer piping	<input type="checkbox"/>
Construction work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/>	Construction work on or near energised electrical installations and services	<input type="checkbox"/>
Construction work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/>	Tilt-up and precast concrete work	<input type="checkbox"/>
Construction work on or adjacent to roadways or railways used by road or rail traffic	<input type="checkbox"/>	Construction work on construction-sites where there is any movement of powered mobile plant	<input type="checkbox"/>
Construction work in an area where there are artificial extremes of temperature	<input type="checkbox"/>	Construction work in, over or adjacent to water or other liquids where there is a risk of drowning	<input type="checkbox"/>
Construction work involving diving	<input type="checkbox"/>	[This section for OFSC use only] <b>Contract Number:</b>	

**Additional Comments:**

**Name:**

**Signature:**

**Position:**

**Date:**

## Monthly OHS Report

Contract Information			
Project name			
Contract number (allocated by the OFSC)			
Accredited contractor			
Accreditation number			
Client			
Contact person		Position	
Telephone		Email	
Date report completed and period covered		Date completed:	Period: mm/yyyy
OHS Performance			
OHS Performance data	Reporting period	Cumulative total/rate	Comments
Number of LTIs across project			
LTIFR (to 2 decimal places)			
Number of MTIs across project			
MTIFR (to 2 decimal places)			
Number of notifiable incidents across project			
Notices			
<b>Number of Notices issued to accredited contractor and subcontractors on site:</b>			
OHS Performance data	Reporting period	Cumulative total/rate	Comments
Infringement			
Prohibition			
Improvement			
Other – (eg enforceable undertakings)			
Corrective Action			
Corrective Action summary	Description of action and status (open/closed)		
Any major non-conformance detected in an OHSMS audit			
Report on any internal auditing conducted by accredited contractor			

**Additional Comments:**

**Name:**

**Signature:**

**Position:**

**Date:**

## Incident Report

This report should be completed for the following incident types where they occur on building or civil construction sites and the accredited contractor is the head contractor (all subcontractor incidents should be included);

Where the accredited contractor is the head contractor, an Incident Report should be submitted for:

- All fatalities irrespective of the project value (notify immediately to 1800 652 500 and provide the report within 48 hours)
- Notifiable incidents\* or LTIs where the project value is \$3 million or more (provide the report within 48 hours for notifiable incidents and 3 weeks for LTIs)
- Any incident resulting in an MTI or dangerous occurrence for a Scheme project (provide the report within 3 weeks)

All questions should be answered however Part C is not required to be completed for incidents where no injury occurred.

**Please see the “Guide for completing the OFSC Incident Report” for detailed guidance on completing this report**

Part A - Project details	
A1 Accredited contractor:	
A2 Accreditation number:	
A3 Contact person:	A4 Position:
A5 Telephone:	A6 Email:
A7 Construction type: <input type="checkbox"/> Commercial <input type="checkbox"/> Civil <input type="checkbox"/> Residential	
A8 Project name:	Contract number (Scheme project):
A9 Project value: <input type="checkbox"/> < \$3 million <input type="checkbox"/> \$3 million to < \$10 million <input type="checkbox"/> \$10 million or more	
Part B - Incident details	
B1 Date of incident:	B2 Time of incident:
B3 Project site location/address where incident occurred:	
B4 Incident type: <input type="checkbox"/> Dangerous Occurrence <input type="checkbox"/> MTI <input type="checkbox"/> LTI <input type="checkbox"/> Fatality	
B5 Is this a notifiable incident *: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>B6 Breakdown agency of incident:</b> <i>(The main event that initiated the incident)</i> <input type="checkbox"/> 1. Machinery and fixed plant <input type="checkbox"/> 2. Mobile plant and transport <input type="checkbox"/> 3. Powered equipment, tools and appliances <input type="checkbox"/> 4. Non-powered hand tools, appliances and equipment <input type="checkbox"/> 5. Chemical and chemical products <input type="checkbox"/> 6. Materials and substances <input type="checkbox"/> 7. Environmental agencies <input type="checkbox"/> 8. Animal, human and biological agencies <input type="checkbox"/> 9. Other and unspecified agencies	<b>B7 High Risk Construction category:</b> <i>(The most significant risk category, if any, that relates to the incident)</i> <input type="checkbox"/> 1. Where there is a risk of a person falling two metres or more <input type="checkbox"/> 2. On telecommunications towers <input type="checkbox"/> 3. Involving demolition <input type="checkbox"/> 4. Involving the disturbance or removal of asbestos <input type="checkbox"/> 5. Involving structural alterations that require temporary support to prevent collapse <input type="checkbox"/> 6. Involving a confined space <input type="checkbox"/> 7. Involving excavation to a depth greater than 1.5 metres <input type="checkbox"/> 8. The construction of tunnels <input type="checkbox"/> 9. Involving the use of explosives <input type="checkbox"/> 10. On or near pressurised gas distribution mains and consumer piping <input type="checkbox"/> 11. On or near chemical, fuel or refrigerant lines <input type="checkbox"/> 12. On or near energised electrical installations and services <input type="checkbox"/> 13. In an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> 14. Tilt-up and precast concrete construction work <input type="checkbox"/> 15. On or adjacent to roadways or railways used by road or rail traffic <input type="checkbox"/> 16. Involving powered mobile plant <input type="checkbox"/> 17. In an area where there are artificial extremes of temperature <input type="checkbox"/> 18. In, over or adjacent to water or other liquids where there is a risk of drowning <input type="checkbox"/> 19. Involving diving

\* Please refer to the notifiable incident definition on page 13 of the OHS Performance Reporting Pack (June 2010)

## Part C - Injury details (complete for each worker injured by this incident)

**C1 Injured worker's gender:**     Male     Female

**C2 Injured worker's age:**

**C3 Who is the employer of the injured person:**     Accredited Contractor     Subcontractor     Other

**C4 Subcontractor name or description for other (relates to C3):**

<p><b>C5 Worker's occupation:</b> <i>(select one only)</i></p> <p><input type="checkbox"/> 1. Labourers</p> <p><input type="checkbox"/> 2. Tradesmen</p> <p><input type="checkbox"/> 3. Professional</p> <p><input type="checkbox"/> 4. Transport workers</p> <p><input type="checkbox"/> 5. Managers and administrators</p> <p><input type="checkbox"/> 6. Clerical</p> <p><input type="checkbox"/> 7. Other</p>	<p><b>C6 Nature of injury:</b> <i>(select one only)</i></p> <p><input type="checkbox"/> A. Intracranial injuries</p> <p><input type="checkbox"/> B. Fractures</p> <p><input type="checkbox"/> C. Wounds, lacerations, amputations and internal organ damage</p> <p><input type="checkbox"/> D. Burns</p> <p><input type="checkbox"/> E. Injury to nerves and spinal cord</p> <p><input type="checkbox"/> F. Traumatic joint/ligament and muscle/tendon injury</p> <p><input type="checkbox"/> G. Other injuries</p> <p><input type="checkbox"/> H. Diseases and conditions</p>	<p><b>C7 Location of injury:</b> <i>(select one only)</i></p> <p><input type="checkbox"/> 1. Head</p> <p><input type="checkbox"/> 2. Neck</p> <p><input type="checkbox"/> 3. Trunk</p> <p><input type="checkbox"/> 4. Upper limbs</p> <p><input type="checkbox"/> 5. Lower limbs</p> <p><input type="checkbox"/> 6. Multiple locations</p> <p><input type="checkbox"/> 7. Systemic location</p> <p><input type="checkbox"/> 8. Non-physical location</p> <p><input type="checkbox"/> 9. Unspecified locations</p>	<p><b>C8 Mechanism of injury:</b> <i>(select one based on main cause)</i></p> <p><input type="checkbox"/> 0. Falls, trips and slips of a person</p> <p><input type="checkbox"/> 1. Hitting objects with part of the body</p> <p><input type="checkbox"/> 2. Being hit by moving objects</p> <p><input type="checkbox"/> 3. Sound and pressure</p> <p><input type="checkbox"/> 4. Body stressing</p> <p><input type="checkbox"/> 5. Heat, electricity and other environmental factors</p> <p><input type="checkbox"/> 6. Chemical and other substances</p> <p><input type="checkbox"/> 7. Biological factors</p> <p><input type="checkbox"/> 8. Mental stress</p> <p><input type="checkbox"/> 9. Vehicle incidents and other</p>
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**C9 Working days/shifts expected/actually lost:**

*(Select the appropriate duration)*

- A. 1 day to less than 3 days
- B. 3 days to less than 1 week
- C. 1 week to less than 2 weeks
- D. 2 weeks to less than 1 month
- E. 1 month to less than 3 months
- F. 3 months or more

**C10 Working days/shifts where a significant change to normal duties is made/expected:**

*(Select the appropriate duration)*

- A. 1 day to less than 3 days
- B. 3 days to less than 1 week
- C. 1 week to less than 2 weeks
- D. 2 weeks to less than 1 month
- E. 1 month to less than 3 months
- F. 3 months or more

## Part D – Descriptive incident details

**D1 Description of the incident (if insufficient space please attach additional details):**

**D2 Have you conducted any incident investigation regarding this incident?**

- Yes - please provide information regarding the investigation, such as a copy of the incident investigation report and details of actions that have been subsequently taken to reduce the risk of a similar future occurrence
- No - please provide information at D3 regarding actions that have been subsequently taken to reduce the risk of a similar future occurrence.

**D3 Details:**

## Part E – Details of person completing this form

**E1 Name:**

**E2 Signature:**

**E3 Position:**

**E4 Date:**

**E5 Additional comment:**

## End of Project OHS Report

Contract Details		
Accredited contractor		
Accreditation number		
Contact person	Position	
Telephone	Email	
Project name		
Client		
Contract number (provided by OFSC)		
Contract start date		
Contract end date		
Who was this contract signed with?		
Which Commonwealth agency is providing the funding (if known)?		
Employee Details		
Total number of accredited contractor employees on-site (throughout entire contract life)		
Total number of subcontractor employees on-site (throughout entire contract life)		
OHS Performance		
<b>OHS Performance Data During Entire Contract Life</b>		<b>Total Number</b>
Number of Lost Time Injuries (LTIs) reported by all employees (accredited contractor and subcontractor)		
Lost Time Injury Frequency Rate (LTIFR)		
Number of Medical Treated Injuries (MTIs) reported by all employees (accredited contractor and subcontractor)		
Medical Treated Injuries Frequency Rate (MTIFR) reported by all employees (accredited contractor and subcontractor)		
Number of notifiable incidents reported by all employees (accredited contractor and subcontractor)		
Lost Time Injuries		
<b>Indicate in the table below the number of Lost Time Injuries (LTI's) by mechanism of incident (that is, the number of LTI's sustained in relation to each type of injury) by putting the number of LTIs in the corresponding boxes.</b>		
Falls, trips and slips of a person (Group 0)	Hitting objects with part of the body (Group 1)	
Being hit by moving objects (Group 2)	Sound and pressure (Group 3)	
Body stressing (Group 4)	Heat, electricity and other environmental factors (Group 5)	
Chemical and other substances (Group 6)	Biological factors (Group 7)	
Mental stress (Group 8)	Vehicle incidents and other (Group 9)	
Notices		
<b>Notices issued to accredited contractor and subcontractors on site</b>	<b>Total Number</b>	<b>Description</b>
Infringement		
Prohibition		
Improvement		
Other – (eg enforceable undertakings)		
Performance Indicators		
Details of any positive performance indicators used by the accredited contractor during the period		
Details of any peer or industry recognition regarding OHS received by the accredited contractor during the period		
Details of any key OHS initiatives implemented by the accredited contractor during the period		

**Comments/Further Information**

**Project OHS Experience**

**Indicate accredited contractor experience with the client agency on OHS matters during the course of the project in the table below. The scale goes from "Always" at one end to "Never" at the other end. Tick the response accredited contractors think best describes accredited contractor experience.**

The client provided accredited contractors with appropriate OHS documentation such as the client's OHS policy throughout the contract life	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
Client representatives followed the OHS procedures required on the site	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client had suitable OHS expertise to resolve issues that arose throughout the project	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client allowed suitable time and resources to allow accredited contractors to manage any OHS risks to the standard expected in the contract	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client facilitated a good working relationship between designers, contractors, and client representatives	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client made sure that designers passed on information to accredited contractors about any risks associated with proposed materials, substances or construction methods	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client responded in a timely manner to OHS issues arising from the standards defined in the contract and assisted contractors to resolve them	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>

**Overall Rating**

<p><b>How would accredited contractors describe the role of the client in relation to OHS issues?</b></p> <p><b>Using a five point scale 1 - 5, rate the Client Agency on their overall OHS management across the contract life.</b></p> <p><b>Tick the most appropriate response.</b></p>	Client had a timely, consistent and systematic approach to working with accredited contractors at all stages of the project in relation to OHS	5 <input type="checkbox"/>
	Client was well prepared on most OHS matters and was able to clarify and resolve OHS issues when required	4 <input type="checkbox"/>
	Client was adequately prepared and assisted employees and subcontractors on request if an OHS issue arose	3 <input type="checkbox"/>
	Client was not well prepared to manage OHS issues and slow to respond and resolve OHS issues	2 <input type="checkbox"/>
	Client was poorly prepared and unhelpful on any aspect of OHS preferring to leave it to others to resolve	1 <input type="checkbox"/>

**Additional Comments:**

**Name:**

**Signature:**

**Position:**

**Date:**

## Biannual Activity Report

General information			
Accredited contractor			
Accreditation number			
Contact person		Position	
Telephone		Email	
Biannual period covered: 6 months From _____ to _____ of _____			
Overall OHS data across <u>all</u> current building and construction work for your Company			
<b>Please provide only a <u>single</u> figure for the accredited contractor company as a whole. Do not provide individual figures for each state or territory where accredited contractors operate.</b>			
Workers' compensation premium rate during the period			
Number of accredited contractor employees during the period			
Number of claims for all projects during the period			
Average cost per claim for all projects during the period			
Number and details of any pending or completed prosecution action against the contractor by a State/Territory OHS authority during the period (include number with brief description of issues)			
Number and details of any workplace fatality during the period on a site in which the contractor was the accredited contractor			
OHS data for projects valued at <u>\$3 million</u> or more			
<i>* Refer to definition</i>		Scheme projects	Non-Scheme projects
Number of projects undertaken during the period			
Total number of hours worked by all employees (company employees and subcontractor employees) on all sites during the period			
Number of Lost Time Injuries for all projects during the period			
Number of Medically Treated Injuries for all projects during the period			
<b>Indicate the number of each type of notice issued during the period and give a brief description of the type of activities the notices were issued in relation to.</b>			
<i>* Refer to definition</i>		Scheme projects	Non-Scheme projects
		No.	Description
Improvement			
Prohibition			
Infringement			
Other (e.g. enforceable undertaking)			
Lost Time Injuries – mechanism of incident for projects valued at <u>\$3 million</u> or more			
<b>Indicate the number of Lost Time Injuries (LTI's) sustained during the period by mechanism of injury. Please put the number of injuries in the corresponding boxes. Please refer to the definition to determine the mechanism that injuries fall within.</b>			
Falls, trips and slips of a person (Group 0)		Hitting objects with part of the body (Group 1)	
Being hit by moving objects (Group 2)		Sound and pressure (Group 3)	
Body stressing (Group 4)		Heat, electricity and other environmental factors (Group 5)	
Chemical and other substances (Group 6)		Biological factors (Group 7)	
Mental stress (Group 8)		Vehicle incidents and other (Group 9)	

## Positive Performance Indicators

Details of any positive performance indicators used by the accredited contractor during the period

Details of any peer or industry recognition for OHS performance of the accredited contractor during the period

Details of any key OHS initiatives implemented by the accredited contractor during the period

Any other relevant information

## High Risk Construction Work

Indicate whether accredited contractor company undertook any high risk construction work during the period as defined below. Also indicate whether any such work involved a notifiable incident that an accredited contractor company had to report to the relevant OHS authority.	Work undertaken: Yes/No	Number of notifiable Incidents*
1. Construction work where there is a risk of a person falling two metres or more		
2. Construction work on telecommunications towers		
3. Construction work involving demolition		
4. Construction work involving the disturbance or removal of asbestos		
5. Construction work involving structural alterations that require temporary support to prevent collapse		
6. Construction work involving a confined space		
7. Construction work involving excavation to a depth greater than 1.5 metres		
8. The construction of tunnels		
9. Construction work involving the use of explosives		
10. Construction work on or near pressurised gas distribution mains and consumer piping		
11. Construction work on or near chemical, fuel or refrigerant lines		
12. Construction work on or near energised electrical installations and services		
13. Construction work in an area that may have a contaminated or flammable atmosphere		
14. Tilt-up and precast concrete construction work		
15. Construction work on or adjacent to roadways or railways used by road or rail traffic		
16. Work on construction sites where there is any movement of powered mobile plant		
17. Construction work in an area where there are artificial extremes of temperature		
18. Construction work in, over or adjacent to water or other liquids where there is a risk of drowning		
19. Construction work involving diving		

\* Please refer to the notifiable incident definition on page 13 of the OHS Performance Reporting Pack (June 2010)

### Additional Comments:

Name:

Signature:

Position:

Date:

## Section 5

### Practical Example: Safety First Building Company Pty Ltd

*This section contains completed forms for a fictitious accredited contractor, to illustrate how each form should be completed. All figures provided below are for indicative purposes only and may not necessarily reflect actual calculations.*

Safety First Building Company Pty Ltd (Safety First) is an accredited contractor under the Scheme. Between 1 January and 31 Jun 2008, they had the following contracts:

Contract	Value	Type	Direct employees	Subcontractors	End date
A	\$35M	Head contract: Scheme	15	150	June 2010
B	\$2M	Head contract: non-Scheme	5	15	February 2009
C	\$5M	Head contract: Scheme	5	40	March 2008
D	\$15M	Head contract: non-Scheme	10	125	October 2008
E	\$50M	Subcontract: under another contractor who is the accredited contractor	20	300	April 2011
TOTAL	\$107M		55	630	

#### Contract Declaration Form

Contract A was a new \$35 million head contract signed on 1 June 2008 with the State Department of Roads for the new Australian Freeway with an end date of 15 June 2010. Construction is to commence on 15 June 2008. The State Department of Roads required them to be accredited, because the Commonwealth Government (through the Commonwealth Department of Highways) contributed \$10 million funding. Safety First submits a contract declaration form, the OHS Plan and the schedule of works for this new contract.

#### Sample Contract Declaration Form

Contract Information			
Contractor Name	Safety First Building Company Pty Ltd		
Accreditation Number	12345		
Contact person for OFSC reporting	John Smith	Position	OHS Manager
Telephone	01 8888 5555	Email	jsmith@safetyfirstbcpl.com.au
Contact person for OFSC Audits	Jill Brown	Position	Site Manager
Telephone	01 8888 6666	Email	jbrown@safetyfirst.com.au
Project Name	Australian Freeway		
Who was this contract signed with?	State Department of Roads		
Which Commonwealth agency is providing the funding (if known)?	Commonwealth Department of Highways		

Contract Value (inclusive of GST)	\$35 million		
Date contract signed	1 June 2008		
Date building work commenced	15 June 2008		
Contract end date	15 June 2010		
Address of site(s)	Canberra, ACT		
Project description / type of work being undertaken (eg building construction, fit-out, road works etc)	Widening of the Australian Freeway section		
<b>Tick each high risk construction work hazard applicable to work being carried out</b>			
Construction work with risk of a person falling two metres or more		Construction work on telecommunications towers	
Construction work involving demolition		Construction work involving the disturbance or removal of asbestos	
Construction work involving structural alterations that require temporary support to prevent collapse		Construction work involving a confined space	
Construction work involving excavation to a depth greater than 1.5 m	<input checked="" type="checkbox"/>	The construction of tunnels	
Construction work involving the use of explosives		Construction work on or near pressurised gas distribution mains and consumer piping	<input checked="" type="checkbox"/>
Construction work on or near chemical, fuel or refrigerant lines		Construction work on or near energised electrical installations and services	<input checked="" type="checkbox"/>
Construction work in an area that may have a contaminated or flammable atmosphere		Tilt-up and precast concrete work	<input checked="" type="checkbox"/>
Construction work on or adjacent to roadways or railways used by road or rail traffic	<input checked="" type="checkbox"/>	Construction work on construction-sites where there is any movement of powered mobile plant	<input checked="" type="checkbox"/>
Construction work in an area where there are artificial extremes of temperature		Construction work in, over or adjacent to water or other liquids where there is a risk of drowning	
Construction work involving diving		[This section for OFSC use only] <b>Contract Number: 5555</b>	

## Monthly OHS report

On 1 February 2008, they also submit a Monthly OHS report for January 2008 for Contract C. Since the contract started and until the previous month (December 2007), they only had 1 LTI but for February 2008 they had 2 LTIs. Hence in the "reporting period" column, they recorded "2", whilst in the "cumulative total/rate" column, they recorded 1+2= 3 LTIs. For LTIFR and MTIFR cumulative rates, this will be the current rate for the whole project since commencement (not the total or average rate for each month).

## Sample Monthly OHS Report

Contract Information			
Contract name	Contract C – Fit-out of new Commonwealth Department of Buildings Offices		
Contract number (allocated by the OFSC)	33333		
Accredited contractor	Safety First Building Company Pty Ltd		
Accreditation number	12345		
Contact person	John Smith	Position	Managing Director
Telephone	01 8888 5555	Email	jsmith@safetyfirstbcpl.com.au
Date report completed and period covered	Date completed: 1 February 2008		Period: January 2008

OHS Performance			
OHS Performance data	Reporting period	Cumulative total/rate	Comments
Number of LTIs across project	2	3	
LTIFR (to 2 decimal places)	111.74	13.83	
Number of MTIs across project	3	6	
MTIFR (to 2 decimal places)	167.61	27.66	
Number of notifiable incidents across project	1	2	
Notices			
<b>Number of Notices issued to accredited contractor and subcontractors on site:</b>			
OHS Performance data	Reporting period	Cumulative total/rate	Comments
Infringement	0	0	
Prohibition	0	0	
Improvement	1	1	Generation of dust by mobile plant – needs to be rectified.
Other – (eg enforceable undertakings)	0	0	
Corrective Action			
Corrective Action summary	Description of action and status (open/closed)		
Any major non-conformance detected in an OHSMS audit	none		
Report on any internal auditing conducted by accredited contractor	None		

## End of project OHS report

Contract C finished on 31 March 2008 and Safety First submits an End of Project OHS report on 31 March 2008.

## Sample End of Project OHS Report

Contract Details			
Accredited contractor	Safety First Building Company Pty Ltd		
Accreditation number	12345		
Contact person	John Smith	Position	Managing Director
Telephone	01 8888 5555	Email	jsmith@safetyfirstbcpl.com.au
Project name	Contract C – Fit-out of new Commonwealth Department of Buildings Offices		
Contract number (provided by OFSC)	33333		
Contract start date	31 March 2007		
Contract end date	31 March 2008		
Who was this contract signed with?	Commonwealth Department of Buildings		
Which Commonwealth agency is providing the funding (if known)?	Commonwealth Department of Buildings		
Employee Details			

Total (not average) number of accredited contractor employees on-site for the duration of the project	5				
Total (not average) number of subcontractor employees on-site for the duration of the project	40				
<b>OHS Performance</b>					
<b>OHS Performance Data During Entire Contract Life</b>	<b>Total Number</b>				
Number of Lost Time Injuries (LTIs) reported by all employees (accredited contractor and subcontractor)	4				
Lost Time Injury Frequency Rate (LTIFR)	4.55				
Number of Medical Treated Injuries (MTIs) reported by all employees (accredited contractor and subcontractor)	8				
Medical Treated Injuries Frequency Rate (MTIFR) reported by all employees (accredited contractor and subcontractor)	9.10				
Number of notifiable incidents reported by all employees (accredited contractor and subcontractor)	3				
<b>Lost Time Injuries</b>					
<b>Indicate in the table below the number of Lost Time Injuries (LTI's) by mechanism of injury (that is, the number of LTI's sustained in relation to each type of injury) by putting the number of LTIs in the corresponding boxes.</b>					
Falls, trips and slips of a person	1	Hitting objects with part of the body	2		
Being hit by moving objects	0	Sound and pressure	1		
Body stressing	0	Heat, electricity and other environmental factors	0		
Chemical and other substances	0	Biological factors	0		
Mental stress	0	Other (please state)	0		
<b>Notices</b>					
<b>Notices issued to accredited contractor and subcontractors on site</b>	<b>Total Number</b>	<b>Description</b>			
Infringement	0				
Prohibition	0				
Improvement	1	Generation of dust by mobile plant – needs to be rectified.			
Other – (eg enforceable undertakings)	0				
<b>Performance Indicators</b>					
<b>Details of any positive performance indicators used by the contractor during the period</b>					
<ul style="list-style-type: none"> <li>Number of audits and inspections, and ratio between planned and actual audits and inspections</li> <li>Percentage of management and staff that have received OHS training</li> <li>Number and frequency of OHS reports (including audit and investigation reports) provided to OHS committees</li> <li>Number of site audits and inspections attended by senior management</li> </ul>					
<b>Details of any peer or industry recognition regarding OHS received by the contractor during the period</b>					
Building Federation Award for Most Improved Safety Practices					
<b>Details of any key OHS initiatives implemented by the contractor during the period</b>					
Safe employee of the month awards					
<b>Comments/Further Information</b>					
Safety First trialled its new integrated, electronic-based management system on this project which required intensive training for all workers involved on site. However, the new system enabled significant OHS improvements on site, particularly in coordinating different construction activities through the use of real-time communication devices, enabling OHS managers to constantly monitor and immediately address any potential or actual OHS issues that have arisen.					
<b>Project OHS Experience</b>					
<b>Indicate accredited contractor experience with the client agency on OHS matters during the course of the project in the table below. The scale goes from "Always" at one end to "Never" at the other end. Tick the response accredited contractors think best describes accredited contractor experience.</b>					
The client provided accredited contractors with appropriate OHS documentation such as the client's OHS policy	Always <input type="checkbox"/>	Regularly <input checked="" type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>

throughout the contract life					
Client representatives followed the OHS procedures required on the site	Always <input type="checkbox"/>	Regularly <input checked="" type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client had suitable OHS expertise to resolve issues that arose throughout the project	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input checked="" type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client allowed suitable time and resources to allow accredited contractors to manage any OHS risks to the standard expected in the contract	Always <input checked="" type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client facilitated a good working relationship between designers, contractors, and client representatives	Always <input checked="" type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client made sure that designers passed on information to accredited contractors about any risks associated with proposed materials, substances or construction methods	Always <input checked="" type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client responded in a timely manner to OHS issues arising from the standards defined in the contract and assisted contractors to resolve them	Always <input type="checkbox"/>	Regularly <input checked="" type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
<b>Overall Rating</b>					
<b>How would accredited contractors describe the role of the client in relation to OHS issues?</b>  <b>Using a five point scale 1 - 5, rate the Client Agency on their overall OHS management across the contract life.</b>  <b>Tick the most appropriate response.</b>	Client had a timely, consistent and systematic approach to working with accredited contractors at all stages of the project in relation to OHS				5 <input type="checkbox"/>
	Client was well prepared on most OHS matters and was able to clarify and resolve OHS issues when required				4 <input checked="" type="checkbox"/>
	Client was adequately prepared and assisted employees and subcontractors on request if an OHS issue arose				3 <input type="checkbox"/>
	Client was not well prepared to manage OHS issues and slow to respond and resolve OHS issues				2 <input type="checkbox"/>
	Client was poorly prepared and unhelpful on any aspect of OHS preferring to leave it to others to resolve				1 <input type="checkbox"/>

## Incident Report

On 26 April 2008, a notifiable incident occurred on the Contract D building site when at 9.30am John Smith, a subcontractor lost his footing, slipped on the marble floor and injured his right ankle, lower back and right elbow. He was given first aid on site and then sent to the hospital where it was revealed that he had a torn ligament in his right ankle. The Doctor advised the worker required 4 weeks off work and a gradual return to regular duties over the following month after that. Safety First also conducted an incident investigation including a JSA and SWMS review, and organised for further OHS training to be provided to all workers. The next day, Safety First called a toolbox meeting where the importance of strictly following SWMS and OHS procedures was reinforced. Safety First submits an incident report to the OFSC on 27 April 2008.

## Sample Incident Report

<b>Part A - Project details</b>	
<b>A1 Accredited contractor:</b> Safety First Building Company Pty Ltd	
<b>A2 Accreditation number:</b> 12345	
<b>A3 Contact person:</b> Bill Taylor	<b>A4 Position:</b> OHS Manager
<b>A5 Telephone:</b> 05 5555 9999	<b>A6 Email:</b> btaylor@safetyfirstbcpl.com.au

<b>A7 Construction type:</b> <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Civil <input type="checkbox"/> Residential	
<b>A8 Project name:</b> Contract D	<b>Contract number (Scheme project):</b> Non Scheme
<b>A9 Project value:</b> <input type="checkbox"/> < \$3 million <input type="checkbox"/> \$3 million to < \$10 million <input checked="" type="checkbox"/> \$10 million or more	

### Part B - Incident details

<b>B1 Date of incident:</b> 26 April 2008	<b>B2 Time of incident:</b> 9:30 AM
<b>B3 Project site location/address where incident occurred:</b> 789 Long Road, City Centre, NSW 2000	
<b>B4 Incident type:</b> <input type="checkbox"/> Dangerous Occurrence <input type="checkbox"/> MTI <input checked="" type="checkbox"/> LTI <input type="checkbox"/> Fatality	
<b>B5 Is this a notifiable incident *:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>B6 Breakdown agency of incident:</b> <i>(The main event that initiated the incident)</i> <input type="checkbox"/> 1. Machinery and fixed plant <input type="checkbox"/> 2. Mobile plant and transport <input type="checkbox"/> 3. Powered equipment, tools and appliances <input type="checkbox"/> 4. Non-powered hand tools, appliances and equipment <input type="checkbox"/> 5. Chemical and chemical products <input type="checkbox"/> 6. Materials and substances <input checked="" type="checkbox"/> 7. Environmental agencies <input type="checkbox"/> 8. Animal, human and biological agencies <input type="checkbox"/> 9. Other and unspecified agencies	<b>B7 High Risk Construction category:</b> <i>(The most significant risk category, if any, that relates to the incident)</i> <input type="checkbox"/> 1. Where there is a risk of a person falling two metres or more <input type="checkbox"/> 2. On telecommunications towers <input type="checkbox"/> 3. Involving demolition <input type="checkbox"/> 4. Involving the disturbance or removal of asbestos <input type="checkbox"/> 5. Involving structural alterations that require temporary support to prevent collapse <input type="checkbox"/> 6. Involving a confined space <input type="checkbox"/> 7. Involving excavation to a depth greater than 1.5 metres <input type="checkbox"/> 8. The construction of tunnels <input type="checkbox"/> 9. Involving the use of explosives <input type="checkbox"/> 10. On or near pressurised gas distribution mains and consumer piping <input type="checkbox"/> 11. On or near chemical, fuel or refrigerant lines <input type="checkbox"/> 12. On or near energised electrical installations and services <input type="checkbox"/> 13. In an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> 14. Tilt-up and precast concrete construction work <input type="checkbox"/> 15. On or adjacent to roadways or railways used by road or rail traffic <input type="checkbox"/> 16. Involving powered mobile plant <input type="checkbox"/> 17. In an area where there are artificial extremes of temperature <input type="checkbox"/> 18. In, over or adjacent to water or other liquids where there is a risk of drowning <input type="checkbox"/> 19. Involving diving

\* Please refer to the notifiable incident definition on page 13 of the 2010 Reporting Pack

### Part C - Injury details (complete for each worker injured by this incident)

<b>C1 Injured worker's gender:</b> <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female
<b>C2 Injured worker's age:</b> 26
<b>C3 Who is the employer of the injured person:</b> <input type="checkbox"/> Accredited Contractor <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Other
<b>C4 Subcontractor name or description for other (relates to C3):</b> Marble Experts Ltd

<b>C5 Worker's occupation:</b> <i>(select one only)</i> <input checked="" type="checkbox"/> 1. Labourers <input type="checkbox"/> 2. Tradesmen <input type="checkbox"/> 3. Professional <input type="checkbox"/> 4. Transport workers <input type="checkbox"/> 5. Managers and administrators <input type="checkbox"/> 6. Clerical <input type="checkbox"/> 7. Other	<b>C65 Nature of injury:</b> <i>(select one only)</i> <input type="checkbox"/> A. Intracranial injuries <input type="checkbox"/> B. Fractures <input type="checkbox"/> C. Wounds, lacerations, amputations and internal organ damage <input type="checkbox"/> D. Burns <input type="checkbox"/> E. Injury to nerves and spinal cord <input checked="" type="checkbox"/> F. Traumatic joint/ligament and muscle/tendon injury <input type="checkbox"/> G. Other Injuries <input type="checkbox"/> H. Diseases and Conditions	<b>C7 Location of injury:</b> <i>(select one only)</i> <input type="checkbox"/> 1. Head <input type="checkbox"/> 2. Neck <input type="checkbox"/> 3. Trunk <input type="checkbox"/> 4. Upper Limbs <input type="checkbox"/> 5. Lower Limbs <input checked="" type="checkbox"/> 6. Multiple locations <input type="checkbox"/> 7. Systemic location <input type="checkbox"/> 8. Non-physical location <input type="checkbox"/> 9. Unspecified locations	<b>C8 Mechanism of injury:</b> <i>(select one based on main cause)</i> <input checked="" type="checkbox"/> 0. Falls, trips and slips of a person <input type="checkbox"/> 1. Hitting objects with part of the body <input type="checkbox"/> 2. Being hit by moving objects <input type="checkbox"/> 3. Sound and pressure <input type="checkbox"/> 4. Body stressing <input type="checkbox"/> 5. Heat, electricity and other environmental factors <input type="checkbox"/> 6. Chemical and other substances <input type="checkbox"/> 7. Biological factors <input type="checkbox"/> 8. Mental stress <input type="checkbox"/> 9. Vehicle incidents and other
--	--	--	--

<b>C9 Working days/shifts expected/actually lost:</b> <i>(Select the appropriate duration)</i> <input type="checkbox"/> A. 1 day to less than 3 days <input type="checkbox"/> B. 3 days to less than 1 week <input type="checkbox"/> C. 1 week to less than 2 weeks <input checked="" type="checkbox"/> D. 2 weeks to less than 1 month <input type="checkbox"/> E. 1 month to less than 3 months <input type="checkbox"/> F. 3 months or more	<b>C10 Working days/shifts where a significant change to normal duties is made/expected:</b> <i>(Select the appropriate duration)</i> <input type="checkbox"/> A. 1 day to less than 3 days <input type="checkbox"/> B. 3 days to less than 1 week <input type="checkbox"/> C. 1 week to less than 2 weeks <input checked="" type="checkbox"/> D. 2 weeks to less than 1 month <input type="checkbox"/> E. 1 month to less than 3 months <input type="checkbox"/> F. 3 months or more
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### Part D – Descriptive incident details

#### D1 Description of the incident (if insufficient space please attach additional details):

The injured worker slipped on the newly laid marble floor, injuring his right ankle, lower back and right elbow. He was given first aid on site and then sent to the hospital where it was found that he had torn a ligament in his right ankle. Doctor advised that 4 weeks off work should be taken with a gradual return to normal duties over the following month as worker feels able.

#### D2 Have you conducted any incident investigation regarding this incident?

- Yes - please provide information regarding the investigation, such as a copy of the incident investigation report and details of actions that have been subsequently taken to reduce the risk of a similar future occurrence
- No - please provide information at D3 regarding actions that have been subsequently taken to reduce the risk of a similar future occurrence.

#### D3 Details:

Safety First also conducted an incident investigation including a JSA and SWMS review. Toolbox meeting conducted reinforcing SWMS and OHS procedures.

### Part E – Details of person completing this form

**E1 Name:** Bill Taylor

**E2 Signature:**

**E3 Position:** OHS Manager

**E4 Date:** 27 April 2008

**E5 Additional comment:**

\* Please refer to the notifiable incident definition on page 13 of the OHS Performance Reporting Pack (June 2010)

## End of project OHS report

Contract C finished on 31 March 2008 and Safety First submits an End of Project OHS report on 31 March 2008.

## Sample End of Project OHS Report

Contract Details				
Accredited contractor	Safety First Building Company Pty Ltd			
Accreditation number	12345			
Contact person	John Smith	Position	Managing Director	
Telephone	01 8888 5555	Email	jsmith@safetyfirstbcpl.com.au	
Project name	Contract C – Fit-out of new Commonwealth Department of Buildings Offices			
Contract number (provided by OFSC)	33333			
Contract start date	31 March 2007			
Contract end date	31 March 2008			
Who was this contract signed with?	Commonwealth Department of Buildings			
Which Commonwealth agency is providing the funding (if known)?	Commonwealth Department of Buildings			
Employee Details				
Total (not average) number of accredited contractor employees on-site for the duration of the project			5	
Total (not average) number of subcontractor employees on-site for the duration of the project			40	
OHS Performance				
<b>OHS Performance Data During Entire Contract Life</b>			<b>Total Number</b>	
Number of Lost Time Injuries (LTIs) reported by all employees (accredited contractor and subcontractor)			8	
Lost Time Injury Frequency Rate (LTIFR)			4.55	
Number of Medical Treated Injuries (MTIs) reported by all employees (accredited contractor and subcontractor)			8	
Medical Treated Injuries Frequency Rate (MTIFR) reported by all employees (accredited contractor and subcontractor)			8.98	
Number of notifiable incidents reported by all employees (accredited contractor and subcontractor)			3	
Lost Time Injuries				
<b>Indicate in the table below the number of Lost Time Injuries (LTI's) by mechanism of injury (that is, the number of LTI's sustained in relation to each type of injury) by putting the number of LTIs in the corresponding boxes.</b>				
Falls, trips and slips of a person	2		Hitting objects with part of the body	3
Being hit by moving objects	0		Sound and pressure	1
Body stressing	0		Heat, electricity and other environmental factors	1
Chemical and other substances	1		Biological factors	0
Mental stress	0		Other (please state)	0
Notices				
<b>Notices issued to accredited contractor and subcontractors on site</b>	<b>Total Number</b>	<b>Description</b>		
Infringement	0			
Prohibition	0			
Improvement	1	Generation of dust by mobile plant – needs to be rectified.		
Other – (eg enforceable undertakings)	0			

Performance Indicators					
<b>Details of any positive performance indicators used by the contractor during the period</b>					
<ul style="list-style-type: none"> <li>Number of audits and inspections, and ratio between planned and actual audits and inspections</li> <li>Percentage of management and staff that have received OHS training</li> <li>Number and frequency of OHS reports (including audit and investigation reports) provided to OHS committees</li> <li>Number of site audits and inspections attended by senior management</li> </ul>					
<b>Details of any peer or industry recognition regarding OHS received by the contractor during the period</b>					
Building Federation Award for Most Improved Safety Practices					
<b>Details of any key OHS initiatives implemented by the contractor during the period</b>					
Safe employee of the month awards					
Comments/Further Information					
Safety First trialled its new integrated, electronic-based management system on this project which required intensive training for all workers involved on site. However, the new system enabled significant OHS improvements on site, particularly in coordinating different construction activities through the use of real-time communication devices, enabling OHS managers to constantly monitor and immediately address any potential or actual OHS issues that have arisen.					
Project OHS Experience					
<b>Indicate accredited contractor experience with the client agency on OHS matters during the course of the project in the table below. The scale goes from "Always" at one end to "Never" at the other end. Tick the response accredited contractors think best describes accredited contractor experience.</b>					
The client provided accredited contractors with appropriate OHS documentation such as the client's OHS policy throughout the contract life	Always <input type="checkbox"/>	Regularly <input checked="" type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
Client representatives followed the OHS procedures required on the site	Always <input type="checkbox"/>	Regularly <input checked="" type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client had suitable OHS expertise to resolve issues that arose throughout the project	Always <input type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input checked="" type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client allowed suitable time and resources to allow accredited contractors to manage any OHS risks to the standard expected in the contract	Always <input checked="" type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client facilitated a good working relationship between designers, contractors, and client representatives	Always <input checked="" type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client made sure that designers passed on information to accredited contractors about any risks associated with proposed materials, substances or construction methods	Always <input checked="" type="checkbox"/>	Regularly <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
The client responded in a timely manner to OHS issues arising from the standards defined in the contract and assisted contractors to resolve them	Always <input type="checkbox"/>	Regularly <input checked="" type="checkbox"/>	Sometimes <input type="checkbox"/>	Rarely <input type="checkbox"/>	Never <input type="checkbox"/>
Overall Rating					
<b>How would accredited contractors describe the role of the client in relation to OHS issues?</b>  <b>Using a five point scale 1 - 5, rate the Client Agency on their overall OHS management across the contract life.</b>  <b>Tick the most appropriate response.</b>	Client had a timely, consistent and systematic approach to working with accredited contractors at all stages of the project in relation to OHS				5 <input type="checkbox"/>
	Client was well prepared on most OHS matters and was able to clarify and resolve OHS issues when required				4 <input checked="" type="checkbox"/>
	Client was adequately prepared and assisted employees and subcontractors on request if an OHS issue arose				3 <input type="checkbox"/>
	Client was not well prepared to manage OHS issues and slow to respond and resolve OHS issues				2 <input type="checkbox"/>
	Client was poorly prepared and unhelpful on any aspect of OHS preferring to leave it to others to resolve				1 <input type="checkbox"/>

## Biannual Report

Safety First collects their OHS data for all projects. In due course, they have calculated the following OHS performance figures:

- Workers compensation premium rate for 2008-09: 4.35%
- Average cost per claim: \$1,550
- Number of claims: 2
- Number of LTIs for Scheme projects (valued at least \$3million): 5
- Number of LTIs for non-Scheme projects (valued at least \$3million): 3
- Number of MTIs MTIFR for Scheme projects (valued at least \$3million): 10
- Number of MTIs for non-Scheme projects (valued at least \$3million): 12

Safety First was also issued with one improvement notice for Contract C and two prohibition notices for Contract D. There is no prosecution or fatality for any current project.

On 1 July 2008, Safety First also submits a Biannual Activity Report for January-June 2008. Safety First includes OHS data for all five contracts in calculating the workers compensation premium rate and average cost per claim. However, Contracts B and E were not included in calculating the figures for the third section, because Contract B has a value of less than \$3 million and Contract E is not a head contract.

## Sample Biannual Activity Report

General information			
Accredited contractor	Safety First Building Company Pty Ltd		
Accreditation number	12345		
Contact person	John Smith	Position	Managing Director
Telephone	01 8888 5555	Email	jsmith@safetyfirstbcpl.com.au
Biannual period covered: 6 months	From ___January___ to ___June___ of ___2008___		
Over-all OHS data across <u>all</u> current building and construction work for your Company			
<b>Please provide only a <u>single</u> figure for accredited contractor company as a whole. Do not provide individual figures for each state or territory where accredited contractors operate.</b>			
Workers' compensation premium rate during the period	4.35%		
Number of accredited contractor employees during the period	35		
Number of claims for all projects during the period	2		
Average cost per claim for all projects during the period	\$1,550		
Number and details of any pending or completed prosecution action against the contractor by a State/Territory OHS authority during the period (include number with brief description of issues)	0		
Number and details of any workplace fatality during the period on a site in which the contractor was the accredited contractor	0		
OHS data for projects valued at <u>\$3 million</u> or more			
<i>* Refer to definition</i>	Scheme projects	Non-Scheme projects	
Number of projects undertaken during the period	2	1	
Total number of hours worked by all employees on all sites during the period	50,000	30,000	
Number of Lost Time Injuries for all projects during the period	5	3	
Number of Medically Treated Injuries for all projects during the period	10	12	
<b>Indicate the number of each type of notice issued during the period and give a brief description of the type of activities the notices were issued in relation to.</b>			
<i>* Refer to definition</i>	Scheme projects	Non-Scheme projects	

	No.	Description	No.	Description
Improvement	1	Mobile Plant		
Prohibition			2	Mobile plant
Infringement				
Other (e.g. enforceable undertaking)				

List the names of all current Scheme projects:

### Lost Time Injuries – mechanism of incident for projects valued at \$3 million or more

**Indicate the number of Lost Time Injuries (LTI's) sustained during the period by mechanism of injury. Please put the number of injuries in the corresponding boxes. Please refer to the definition to determine the mechanism that injuries fall within.**

Falls, trips and slips of a person	3	Hitting objects with part of the body	3
Being hit by moving objects		Sound and pressure	
Body stressing	2	Heat, electricity and other environmental factors	
Chemical and other substances		Biological factors	
Mental stress		Other	

### Positive Performance Indicators

Details of any positive performance indicators used by the accredited contractor during the period

None

Details of any peer or industry recognition for OHS performance of the accredited contractor during the period

None

Details of any key OHS initiatives implemented by the accredited contractor during the period

Continued implementation of new integrated, electronic management system

Any other relevant information

None

### High Risk Construction Work

**Indicate whether accredited contractor company undertook any high risk construction work during the period as defined below. Also indicate whether any such work involved a notifiable incident that an accredited contractor company had to report to the relevant OHS authority.**

	Work undertaken: Yes/No	Number of notifiable Incidents*
1. Construction work where there is a risk of a person falling two metres or more	Yes	1
2. Construction work on telecommunications towers	No	
3. Construction work involving demolition	Yes	
4. Construction work involving the disturbance or removal of asbestos	Yes	
5. Construction work involving structural alterations that require temporary support to prevent collapse	Yes	
6. Construction work involving a confined space	Yes	
7. Construction work involving excavation to a depth greater than 1.5 metres	Yes	1
8. The construction of tunnels	No	
9. Construction work involving the use of explosives	Yes	
10. Construction work on or near pressurised gas distribution mains and consumer piping	Yes	
11. Construction work on or near chemical, fuel or refrigerant lines	Yes	
12. Construction work on or near energised electrical installations and services	Yes	1
13. Construction work in an area that may have a contaminated or flammable atmosphere	No	
14. Tilt-up and precast concrete construction work	Yes	
15. Construction work on or adjacent to roadways or railways used by road or rail traffic	Yes	
16. Work on construction sites where there is any movement of powered mobile plant	Yes	2
17. Construction work in an area where there are artificial extremes of temperature	No	

18. Construction work in, over or adjacent to water or other liquids where there is a risk of drowning	No	
19. Construction work involving diving	No	

\* Please refer to the notifiable incident definition on page 13 of the OHS Performance Reporting Pack (June 2010)

**Additional Comments:**

**Name:** John Smith

**Signature:**

**Position:** Managing Director

**Date:** 1 July 2008

